

 <div style="text-align: center;"> <p>Massachusetts Department Of Correction</p> <h1>POLICY</h1> </div>	<p>Effective Date</p> <p style="text-align: center;">12/2/2022</p>	<p>Responsible Division</p> <p>Deputy Commissioner, Prisons</p>	
	<p>Annual Review Date</p> <p style="text-align: center;">12/2/2022</p>		
<p>Policy Name</p> <p style="text-align: center;">103 DOC 558 K-9 UNIT</p>	<p>M.G.L. Reference: M.G.L. c. 124, § 1 (b), (c), (q)</p>		
	<p>DOC Policy Reference: 103 CMR 505; 103 DOC 506; 103 DOC 507; 103 DOC 508; 103 DOC 224; 103 DOC 561</p>		
	<p>ACA/PREA Standards: 5-ACI-3A-43; 5ACI-3A-44; 5-ACI-3A-45</p>		
<p>Attachments</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>Inmate Library</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	<p>Applicability: Staff and Inmates</p>	
<p>Public Access</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>		<p>Location:</p> <p>Department Central Policy File Each Institution's Policy File</p>	
<p>PURPOSE: To establish criteria and standards for the Department of Correction (Department) selection, training and utilization of the K-9 Unit.</p> <p>RESPONSIBLE STAFF FOR IMPLEMENTATION AND MONITORING OF POLICY: Deputy Commissioner of Prisons Director of Operational Services</p> <p>CANCELLATION: 103 DOC 558 cancels all previous Department policy statements, bulletins, directives, orders, notices, rules, and regulations, regarding the K-9 Unit which are inconsistent with this policy.</p> <p>SEVERABILITY CLAUSE: If any part of 103 DOC 558 is, for any reason, held to be in excess of the authority of the Commissioner, such decision shall not affect any other part of this policy.</p>			

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DEFINITIONS

Administrative Review: A review of a K-9 Unit by the Department K-9 Unit Commander and the Director of Operational Services. This review shall determine the suitability of the K-9 Unit to perform the duties associated with this position. Any K-9 Unit undergoing an administrative review shall not be utilized until the results of the review are finalized.

Annual K-9 Unit Training: Periodic training as approved by the Commissioner, and in conjunction with the training plan developed by the Director of Operational Services, for K-9 Units.

Basic K-9 Unit Training Course: The fundamental course for K-9 Units' training as approved by the Commissioner.

Canine: A dog who may be trained in for a variety of purposes, including apprehension, contraband detection, narcotics detection, and/ or patrol. For purposes of this policy, canines does not include dogs used for programming and/or therapy purposes.

Cellphone Detection K-9 Unit: A canine trained and certified exclusively to detect the odor of cellphones, accompanied by a certified K-9 Unit Handler.

Certified K-9 Unit Instructor: A K-9 Unit Handler who has passed a Basic K-9 Unit Training Course under the supervision of a Certified K-9 Unit Instructor and has completed five (5) years K-9 Unit Handler experience. The Commissioner must approve a Certified K-9 Unit Instructor.

Commissioner: The Commissioner of Corrections.

Contraband Detection K-9 Unit: A unit which includes a canine trained and certified in search and detection of contraband, accompanied by a trained K-9 Unit Handler.

Document of Certification: (For the purposes of this policy only) A document signed by the K-9 Unit Commander or a Certified K-9 Unit Instructor verifying the successful completion by a K-9 Unit of the Basic K-9 Unit Training Course taught by a Certified K-9 Unit Instructor. The Commissioner shall present the document to the recipient.

Dual K-9 Unit: A unit which includes a canine trained and certified for use in apprehension and search and detection of contraband, accompanied by a certified K-9 Unit Handler.

Explosive Detector K-9 Unit: A unit which includes a canine trained and certified exclusively in the detection of explosives and the components of an explosive device, accompanied by a certified K-9 Unit Handler.

Firearms/Ballistic Detector K-9 Unit: A unit which includes a canine that is trained and certified exclusively in the detection of firearms and their components and/or ammunition, accompanied by a certified K-9 Unit Handler.

Fully Clothed Search (Pat Search): A clothed search of an individual limited to the pressing of palms of the hand against the outer surface of an individual's clothing and examination of all pockets, shoes, caps, and hairpieces. It does not include the removal of any of the person's clothing except removable outer garments (e.g., cardigan sweaters, blazers, suit jackets, coats).

K-9 Unit Certification: (For the purpose of this policy only) The successful completion by a K-9 Unit of the Basic K-9 Unit Training Course taught by a Certified K-9 Unit Instructor. The K-9 Unit shall not be certified until it has achieved the successful completion of testing criteria under the supervision of the K-9 Unit Commander. The Commissioner must approve the final certification.

K-9 Unit Commander: A uniformed officer appointed by the Commissioner to be in command of the Department's K-9 Unit and designated to train canines and K-9 Units. The K-9 Unit Commander shall report directly to the Director of Operational Services, who shall monitor the operations of the Department's K-9 Unit.

K-9 Unit Handler: A uniformed officer trained and certified in the care, handling, and training of canines for law-enforcement use. K-9 Unit Handlers must be approved by the Commissioner.

K-9 Spotter: A person who acts as a buffer between the K-9 Unit and other individuals (e.g., members of the public during educational or public demonstrations).

K-9 Unit: A team of a canines assigned to individuals who are trained and certified in the handling of canines within correctional facilities.

Narcotics Detection K-9 Unit: A canine trained and certified exclusively to detect the odor of narcotics, accompanied by a certified K-9 Unit Handler.

Patrol K-9 Unit: A canine trained and certified exclusively to assist in tracking, criminal apprehension, building search, area search, evidence location, and individual protection, accompanied by a certified K-9 Unit Handler.

Practical Phase: One phase of the application process for the K-9 Unit during which the K-9 Unit Commander evaluates a candidate's ability to interact with a canine. This phase involves the candidate's handling of a canine, his/her/their assisting and setting up training scenarios, physical stress evaluations of the candidate, and measures to determine the candidate's ability to follow instructions.

558.02**MISSION STATEMENT**

The purpose of the Department's Special Operations K-9 Unit is to provide the Department with rapid response force and detection capabilities in the event of a major situation within its jurisdiction, and to provide assistance to any law enforcement agency within the Commonwealth, as directed by the Commissioner or his/her/their designee.

It is the mission of the K-9 Unit to provide and maintain highly trained canines to protect life and property, to deter narcotic traffic, to detect contraband (e.g., cellphones), and to enhance the safety of all public safety officers. K-9 Units shall also be used in the tracking of escaped inmates or detainees, emergency deployments, searching for evidence, public relation efforts, and/or any other such purposes which the K-9 Units may be trained.

558.03**GOALS AND OBJECTIVES**

The Department K-9 Unit is charged with responding to any situation that may necessitate those specialized skills of the K-9 Unit. These situations include, but are not limited to building searches for hidden suspects, area searches, evidence location, narcotic searches, cellphone searches, tracking of escaped inmates or detainees, as well as the apprehension of suspects in situations where the public's safety is at risk.

558.04**K-9 UNIT ORGANIZATION**

The Commissioner shall establish and maintain a K-9 Unit (within the Special Operations Division), under the direction of the K-9 Unit Commander.

Any additional K-9 Units may be established by the Commissioner as deemed necessary (e.g., Service Canines, Therapeutic Canines, etc.).

558.05**K-9 UNIT HANDLER GENERAL SELECTION AND STANDARDS**

- A. Any Correction Officer I or II interested in becoming a member of the Special Operations K-9 Unit may obtain an application from the K-9 Unit Commander or the Special Operations Division. In addition, the applicant shall:
 - 1. Submit documentation indicating that the applicant has successfully passed a physical examination administered by a practicing physician who is licensed to practice in the Commonwealth of Massachusetts. The administering physician may be the applicant's medical provider. The applicant shall bear the cost of the physical examination;
 - 2. Have held a Correction Officer position for a minimum of one (1) year;

3. Have a telephone and dependable transportation;
 4. Be able to withstand mental and physical stress;
 5. Pass the minimum Department Firearms training standards;
 6. Obtain a Commonwealth of Massachusetts License to Carry;
 7. Be able to meet and maintain physical fitness standards on a yearly basis; and
 8. Have a working knowledge of emergency response and disorder management procedures.
- B. A three-member panel as designated by the Director of Operational Services shall interview each applicant.
1. The panel shall conduct a review of the applicant's personnel file to review the following information:
 - a. EPRS performance evaluations;
 - b. Attendance;
 - c. Disciplinary record;
 - d. Commendations;
 - e. Military background;
 - f. Training records;
 - g. Weapons qualifications.
 2. Based upon the review of the applicant's personnel files, the panel shall schedule and conduct an oral interview and an initial physical fitness evaluation with each of the applicants selected. At the completion of the interview process, the panel shall provide a written recommendation of those applicants recommended for appointment to the Director of Operational Services for approval.
 3. The Director of Operational Services shall review the panel's recommendations and forward to the Commissioner a written recommendation of those applicants selected as candidates to attend the Practical Phase of the selection process.
- C. The K-9 Unit Commander shall conduct the Practical Phase of the selection process. The K-9 Unit Commander shall evaluate the candidate's abilities to interact with a canine. This phase shall involve the candidate's handling a canine, assisting and setting up training scenarios, physical stress evaluations, and measures to determine the candidate's ability to follow instructions. A candidate may be eliminated as a potential handler at any time during this phase for failing to achieve the requirements set forth by Department standards.

- D. Those candidates who successfully complete the Practical Phase shall participate in the final interview process before a three (3) member panel as designated by the Director of Operational Services.
- E. The Commissioner shall make the final decision as to the appointment of any individual(s) to the K-9 Unit.
- F. The appointment of any employee to the Special Operations Division K-9 Unit falls within the sole discretion of the Commissioner. No entry shall be made in the employee's personnel file indicating that he/she/they was not appointed to the K-9 Unit.
- G. K-9 Unit Handlers who promote while part of the K-9 Unit shall require authorization from the Director of Operational Services and Commissioner to remain on the K-9 Unit.

558.06

SELECTION OF DEPARTMENT CANINES

The K-9 Unit Commander shall pre-screen any canine considered for placement within the Department's sixteen (16) week basic canine training course for appropriate demeanor, health and temperament. Canines shall be in good health, have x-rays verifying healthy hips, and be nine (9) months to two and a half (2 ½) years of age.

558.07

CERTIFIED K-9 UNIT INSTRUCTORS

To become a Certified K-9 Unit Instructor, a Certified K-9 Unit Handler shall have passed a Basic K-9 Unit Training Course under the supervision of a Certified K-9 Unit Instructor and have completed five (5) years K-9 Unit Handler experience. The Commissioner must approve a Certified K-9 Unit Instructor.

558.08

CANINE CERTIFICATION PROGRAM

Once selected, a candidate shall attend and successfully pass a Canine Certification Program. The Canine Certification Program shall include, but not be limited to, the following:

- A. Basic sixteen (16) week Canine Certification course for untrained patrol dogs (Refer to Lesson Plan, Canine Certification Program).
- B. Basic twelve (12) week Canine Detection Certification course for untrained detection dogs (Refer to Lesson Plan, Canine Certification Program).

ANNUAL TRAINING REQUIREMENTS

Each training year, the K-9 Unit Commander shall develop a written training plan for the K-9 Unit for the purpose of ensuring that the required training is being conducted and evenly distributed throughout the year. This plan shall be reviewed and approved by the Director of Operational Services.

Dual Trained K-9 Units:

1. Each Patrol K-9 Unit shall receive a minimum of 144 hours of annual K-9 Unit training. This does not include the forty (40) hours of Department In-Service training.
2. Each Detection K-9 Unit shall receive a minimum of ninety-six (96) hours of annual K-9 Unit training. This does not include the forty (40) hours of Department In-Service annual training.
3. Each training session shall be monitored and evaluated by the K-9 Unit Commander or Certified K-9 Unit Instructor.
4. At a minimum, the training curriculum for Patrol, Dual Trained and Detection K-9 Units shall include, but not be limited to, the following subjects:
 - a. Overview of K-9 Unit Mission;
 - b. K-9 Unit Command Structure;
 - c. K-9 Unit Activation Procedures;
 - d. Personnel Handling Procedures with Canine;
 - e. Use of Force;
 - f. Narcotic, Cellphone, or Explosive Detection;
 - g. Basic Obedience;
 - h. Tracking;
 - i. Agility;
 - j. Officer Protection;
 - k. Movements with Canines;
 - l. Marksmanship with Canines;
 - m. Building Searches;
 - n. Area Searches;
 - o. Crowd Control;
 - p. Live Scenarios with Canines; and
 - q. Introductions to Critical Incident Response Team and Hostage Rescue Team Operations.

UTILIZATION OF THE K-9 UNIT**A. Requirements Governing the Use of K-9 Units**

- (1) Only those K-9 Units approved by the Commissioner shall be used within any correctional institution.

- (2) Patrol K-9 Units may not be used in state correctional institutions without prior authorization of the Commissioner or his/her/their designee. In addition, the Secretary of Public Safety or his/her/their designee will be notified of such K-9 Unit use immediately. Such use should only be approved in an effort to regain control during a major disorder (riot, major disturbance, etc.) or to assist during an escape.

Authorization is not required for regular routine searches by Contraband Detection K-9 Units or searches within or outside of an institution during which, under normal circumstances, there is limited contact with inmates and injuries would not normally result.

- (3) Anyone who is injured as a result of actions by a canine, shall be seen by medical staff as soon as possible. Such medical care shall be documented within an Incident Report and/or Industrial Accident Package.
- (4) It shall be the responsibility of the K-9 Unit Handler to make a full report of all incidents involving the use of the canine, except regular routine searches or patrols within or outside of an institution, during which, under normal circumstances, there is limited contact with inmates and injuries would not normally result. If contact with an inmate(s) occurs or injuries result from the use of the canine, the names of such persons(s) injured or having contact shall appear in a report, which shall be submitted to the Director of Operational Services as soon as possible, but in any event before the end of the K-9 Unit's shift, unless otherwise authorized by the Director of Operational Services.
- (5) Patrol K-9 Units may be utilized at the request of outside law enforcement agencies in order to assist them in tracking and apprehending subject(s) or searching for articles (firearms, clothing, etc.)

Patrol K-9 Units may be utilized on the outside perimeter of a correctional institution, in an effort to deter escape attempts, increase security and/or track escaped individuals.

Patrol K-9 Units shall not be allowed to enter correctional institutions during routine searches or searches in accordance with 103 DOC 561, *Planned Institutional Searches Conducted by the Special Operations Response Unit*, unless approved by the Commissioner.

B. Escape

In the event of a bad count, institutions may contact a K-9 Unit Handler directly via statewide radio to conduct an outside perimeter check for possible breach. In the event that a K-9 Unit is not in the immediate area, the institution may contact the Director of Operational Services to deploy the closest K-9 Unit available to that institution.

In the event of a declared escape, all K-9 Units on duty shall be deployed to that institution through the Director of Operational Services.

If an escape has been declared, staff members on scene should secure the scene to prevent further contamination of the immediate area (breach point). Where feasible, all perimeter checks shall be made from the interior. Perimeter checks from the outside of the perimeter shall be conducted in such a manner so as not to contaminate the area by utilizing a vehicle or and so as to limit the amount of persons in the immediate area of the breach point.

C. Building / Area Searches

The K-9 Unit Handler shall direct staff as needed to assist in the search of a building or area. The institution shall deploy staff to secure the perimeter as soon as possible, prior to the arrival of the K-9 Unit.

D. Detection Searches (Building / Area)

When conducting narcotic/cellphone searches of a building or area, the institution shall assign a staff member to the K-9 Unit for logistical support.

E. Explosive Searches

When conducting a search for explosives, the institution shall be responsible for evacuating the immediate area of all persons and for securing the perimeter of that area prior to the K-9 Unit arriving on site. The K-9 Unit shall conduct the search for explosives.

F. Pre-Scheduled Narcotic Searches (Individuals)

All pre-scheduled searches for narcotics conducted on all individuals entering an institution or specific area shall be pre-approved by the Commissioner or designee. Attorneys shall not be subjected to Narcotic Detection K-9 Unit searches.

During such searches, each institution shall prominently post at each public entrance a notice that a Narcotic Detection K-9 Unit is on duty and that all individuals, except attorneys, must pass by the designated detection area prior to entering the institution or area.

Once approved, a Narcotic Detection K-9 Unit shall be placed in such a manner that all individuals, except attorneys, entering the institution or area shall pass by the Narcotic Detection K-9 Unit.

Any person other than an attorney who refuses to pass through the detection area may be denied entrance for that day.

Any person for whom the canine gives indication that narcotics are detected shall be immediately removed from the area and asked to consent to a fully clothed search (pat search). In the event the person refuses to submit to a fully clothed search (pat search), he/she/they may be denied entrance and/or administrative action may be taken.

The search shall be made in a secure location out of view of the public. The search shall be conducted by an institutional staff member in accordance with 103 DOC 506, *Search Policy*.

The Superintendent shall submit to his/her/their respective Assistant Deputy Commissioner (ADC) of the Prison Division and the ADC of the Field Services Division, a quarterly report listing any person attempting to enter the institution in which a Narcotic Detection canine has indicated the potential for drug contraband (Attachment #3).

G. Narcotic Search (Vehicle)

Any vehicle, for which the canine gives indication that narcotics are detected, shall be immediately secured and the owner/driver shall be asked to consent to a more intrusive search of the vehicle. In the event the person refuses to submit to a more intrusive search, he/she/they may be denied entrance for the day and administrative action may be taken. The search of the vehicle shall be in accordance with the 103 DOC 506, *Search Policy*.

Whenever a canine gives indication that narcotics are detected in a vehicle owned by a Department employee, the employee/user of the vehicle shall permit the search of the vehicle and effects therein. The search should be done in the presence of the employee/user except where the safety and good order of the institution is considered sufficiently important to warrant otherwise.

H. Canine Bite

In the event a K-9 Unit is to be utilized in a possible bite situation, the institution requesting K-9 Unit assistance shall notify the Director of Operational Services unless an emergency exists requiring their immediate use.

Anyone who has been injured due to the actions of a canine shall be seen by medical staff as soon as possible. Such medical care shall be

documented and photographs shall be taken by the K-9 Unit Handler ensuring a full body and face photograph showing the wounds. Photographs shall be taken before and after the wounds have been cleaned and treated.

It shall be the responsibility of the K-9 Unit Handler to make a full report of all incidents involving the use of the canine, except regular routine searches or patrols within or outside of an institution, during which, there is limited contact with inmates, and injuries would not normally result. If contact with inmates or any injuries resulting from the use of the canine occur, the names of such person(s) injured or having contact shall appear within the K-9 Unit Handler's report. The report shall be submitted to the Director of Operational Services as soon as possible.

558.11 **ACTIVATION OF K-9 UNITS**

K-9 Units shall be tasked with randomly scheduled narcotic/cellphone and perimeter security checks at each of the institutions within their sector of coverage.

Superintendents may request the K-9 Unit for special assignments of planned narcotic/cellphone searches and high visibility details through the Deputy Commissioner of Prisons via their respective ADC of Prisons for prior approval.

All outside agency requests shall be submitted to the Director of Operational Services and be approved by the Commissioner or designee.

558.12 **ADMINISTRATIVE REVIEW**

An administrative review shall be established to assist the Director of Operational Services in determining the suitability of K-9 Unit Handlers who are assigned to the Special Operations Division K-9 Unit. The Director of Operational Services shall determine if an administrative review is warranted. In the event an administrative review is warranted, the K-9 Unit Handler shall be immediately suspended from active status pending the outcome of the review. The review process may be utilized if the K-9 Unit Handler received disciplinary sanction(s), is under an investigation, or if the K-9 Unit Handler sustained injuries limiting his/her/their ability to perform their duties as a K-9 Unit Handler.

It shall also be the responsibility of the Director of Operational Services to recommend to the Deputy Commissioner of Prisons whether K-9 Unit Handlers under this review should remain as an active member, or be placed on administrative leave. All findings and recommendations shall be forwarded to the Commissioner for final approval.

The Commissioner shall ensure that adequate funds are approved for the reasonable and necessary care of Department owned canines. Such care shall be necessary to maintain the canine in a condition suitable to perform the duties normally associated with a K-9 Unit.

Reasonable and necessary care shall include, but not be limited to:

1. Humane, secure, all weather kennels for domicile Departmental canines;
2. Routine immunization at a state approved veterinarian;
3. Proportioned amounts of food and water for each Department owned canine. Dog food shall be high performance food; and
4. Emergency veterinarian medical care.

The K-9 Unit Commander shall determine the fate of any canine after it is removed from service. If the K-9 Unit Commander determines that a canine shall be retired, the current K-9 Unit Handler shall have the option of purchasing the animal for a nominal fee of \$1.00 upon signing a waiver of liability (See Attachment #1). If the K-9 Unit Commander feels the animal is not suitable for retirement into the community, he/she/they shall make the arrangements for it to be euthanized.

Any injury to a Department canine shall be reported immediately, or as soon as practicable, to the Director of Operational Services or designee. This shall not, in any way, impede the need for emergency care of any canine maintained by the Department. The K-9 Unit Handler shall include the nature of the injury and the events leading up to the injury, as part of a standard Incident Report. Any injury not incurred in the line of duty, shall be reported on an incident report form as soon as possible.

5. Quarterly Domicile Kennel & Vehicle Inspections:

Domicile kennels and vehicles shall be inspected semi-annually by the K-9 Unit Commander (Attachment #2).

Any condition observed by the K-9 Unit Commander to be either unsafe or unsanitary shall be documented and addressed immediately via an Incident Report. The Director of Operational Services or designee shall forward the report to the appropriate division (e.g., vehicle maintenance, facility maintenance) for the correction of the problem. If either a safety or maintenance issue occurs outside of the normal inspection cycle, it shall be the K-9 Unit Handler's responsibility to notify the Director of Operational Services or designee, in writing, to be addressed. Follow-up inspections shall be conducted by the K-9 Unit Commander for a sanitation issue within twenty-four (24) hours and within seventy-two (72) hours for a maintenance related issue.

558.14**TRANSPORTATION OF DEPARTMENT CANINES**

All Department owned canines shall be transported in a vehicle approved by the Commissioner. This vehicle shall be a four-door sedan, four-door pick up or SUV police equipped vehicle, and shall be equipped with, but not limited to, the following items:

1. Canine insert cage (rear seat);
2. Window security screens;
3. Temperature control alarm system;
4. Rubber floor mat (rear);
5. Tinted window;
6. Air conditioning and heat;
7. Statewide radio system;

558.15**AUTHORIZED K-9 UNIT WEAPONS AND EQUIPMENT**

Only equipment/weapons that have been authorized by the Commissioner and purchased by the Special Operations Division shall be issued to K-9 Unit Handlers in accordance with 103 DOC 507, *Security Equipment* and 103 DOC 508, *Firearms*.

K-9 Unit Handlers shall all only wear uniforms or clothing articles that have been approved by the Commissioner and in accordance with 103 DOC 224, *Uniforms*.

The K-9 Unit Commander shall ensure that all individual and support equipment is inventoried and inspected quarterly. This inventory shall be documented via the Armory Inventory Tracking Database on the Department Intranet. Any discrepancies shall be reported to the K-9 Unit Commander immediately and shall also be documented via the Armory Inventory Tracking Database.

558.16**REPORTING REQUIREMENTS**

The K-9 Unit Commander shall establish and maintain a central filing system at the Special Operation Division. It shall consist of the original training of all current K-9 Unit Handlers. The central filing system shall also be in compliance with all requirements set forth by American Correctional Association.

K-9 Unit deployment and/or operational reports shall be maintained in the electronic K-9 Unit database.

Any K-9 Unit Handler involved in a use of force with a Department inmate shall report such incidents in accordance with 103 CMR 505, *Use of Force* and maintained in the Department's electronic Use of Force database.

558.17**TRAINING RECORDS DOCUMENTATION**

The Director of Operational Services shall maintain and monitor all training and activation records of the K-9 Unit. All K-9 Unit training must be pre-approved by the Commissioner.

The K-9 Unit Commander shall monitor all training conducted within the K-9 Unit.

The K-9 Unit Commander shall develop and maintain all training documentation forms in order to track the required training curriculum, including, but not limited to, the following:

1. Patrol K-9 Unit Training Form;
2. Detection K-9 Unit Training Form;
3. K-9 Unit Certification.

558.18**STORAGE AND RECEIVING OF TRAINING NARCOTICS**

The purpose of training narcotics is to assist the Department's K-9 Units in the detection of narcotics within the Department's institutions. These narcotics include, but are not limited to, heroin, cocaine, and marijuana.

These narcotics shall only be used only to train the Department Narcotic Detection K-9 Units to locate and/or search for narcotics within the Department institutions, as well as to assist any state and/or local law enforcement agencies when needed. This training will be conducted within the Commonwealth of Massachusetts.

The Special Operations Division shall maintain two (2) log books relative to the storage of narcotics in a safe, as per United States Drug Enforcement Administration (DEA) Requirements.

The narcotics shall be stored in a safe within the Special Operations Division. The safe shall be in a secure location and the safe itself will only be accessible to the K-9 Unit Commander. A logbook shall be kept, which shall be used by the K-9 Unit Commander to document his/her/their access to the narcotic safe.

The Special Operations Division K-9 Unit shall also maintain a second logbook, which shall be used to document the removal of narcotics from the safe. Whenever narcotics are removed from the safe, the K-9 Unit Commander shall record his/her/their name, date, time of day and amount of narcotics being removed within the logbook. In addition, when narcotics are being returned, the K-9 Unit Commander shall document his/her/their name, the date, time of day and the amount of narcotics being returned. All narcotics shall be ordered and received by the K-9 Unit Commander who shall possess a valid DEA License (Schedule 1, 2 Researcher). A copy of the DEA License shall be kept on file with the Special Operations Division and another shall remain with the licensee.

A K-9 Unit may conduct an educational and/or public demonstration upon the approval of the Director of Operational Services. All educational and/or public demonstrations must be conducted in a safe and secure manner. These demonstrations must be conducted so the public is cordoned off from the staging area. All demonstrations of this nature must be accompanied by, at a minimum, two (2) officers. One of these two officers must be acting as a Canine Spotter, to ensure no one comes in contact with the canine. During demonstrations, it is a violation of this policy to allow a member of the public to come in contact with any of the Department owned canines.

K-9 PATROL DOG/NARCOTIC DETECTOR DOG
ADOPTION FORM – TO CIVILIAN

I, _____ do hereby agree and accept this dog
(name & breed), _____ as a donated dog without
cost or obligation to the Department of Correction of the Commonwealth of Massachusetts.

This dog _____, (name & breed) will be humanely cared for
by me and I agree to assume full responsibility for this dog's actions. I understand that this
dog (name & breed) _____, has received training in:

I further agree to refrain from utilizing this dog in the capacity of a weapon for use against any
person, agency, or the Commonwealth of Massachusetts Law Enforcement Agencies.

SIGNATURE OF RECIPIENT

DATE

SIGNATURE OF K-9 UNIT COMMANDER

DATE

Department of Correction
K-9 UNIT
Semi-Annual Domicile Kennel & Vehicle Inspection

HANDLER: _____ CANINE: _____ DATE: _____

INSPECTION BY: _____

CONDITION OF KENNEL:

POOR _____ GOOD _____ EXCELLENT _____

CLEANLINESS OF KENNEL:

POOR _____ GOOD _____ EXCELLENT _____

CONDITION OF VEHICLE:

POOR _____ GOOD _____ EXCELLENT _____

CLEANLINESS OF VEHICLE:

POOR _____ GOOD _____ EXCELLENT _____

NOTES: _____

Institution: _____ **Quarter:** _____

[illegible]

K-9 UNIT TRAINING**Patrol**

Handler's Name	Time:	Date:
Canine Name		
Trainer:	Weather:	Temperature:
	<input type="checkbox"/> Clear <input type="checkbox"/> Snow	
Location:	<input type="checkbox"/> Rain <input type="checkbox"/> Fog	Winds:
<input type="checkbox"/> Annual <input type="checkbox"/> K-9 Training Class <input type="checkbox"/> On Duty <input type="checkbox"/> Off Duty		
Obedience <input type="checkbox"/> Basic <input type="checkbox"/> Group <input type="checkbox"/> On Lead <input type="checkbox"/> Tactical <input type="checkbox"/> Advanced <input type="checkbox"/> Off Lead		
Tracking <input type="checkbox"/> Dry <input type="checkbox"/> Wet <input type="checkbox"/> Snow <input type="checkbox"/> Scent Pad <input type="checkbox"/> Grass <input type="checkbox"/> Woods <input type="checkbox"/> Hard Surface <input type="checkbox"/> From Building <input type="checkbox"/> From Vehicle <input type="checkbox"/> Scent Article		
Time Set:	Time Start:	Length:
Protection Work <input type="checkbox"/> Exposed Sleeve <input type="checkbox"/> Hidden Sleeve <input type="checkbox"/> Harness <input type="checkbox"/> Tie-out <input type="checkbox"/> Protection Suit <input type="checkbox"/> Civil Work <input type="checkbox"/> Muzzle Work		
Search Work <input type="checkbox"/> Area <input type="checkbox"/> Building <input type="checkbox"/> Missing Person <input type="checkbox"/> Evidence Recovery <input type="checkbox"/> On-Lead <input type="checkbox"/> Off-Lead <input type="checkbox"/> Muzzle		
K-9 Unit Handler's Signature		
Certified K-9 Unit Instructor's Signature		

K-9 UNIT TRAINING**Detection**

Handler's Name	Time:	Date:
Canine Name		
Trainer:	Weather:	Temperature:
	<input type="checkbox"/> Clear <input type="checkbox"/> Snow	
Location:	<input type="checkbox"/> Rain <input type="checkbox"/> Fog	Winds:
<input type="checkbox"/> Annual <input type="checkbox"/> K-9 Training Class <input type="checkbox"/> On Duty <input type="checkbox"/> Off Duty		
Narcotics <input type="checkbox"/> Heroin <input type="checkbox"/> Marijuana <input type="checkbox"/> Cocaine <input type="checkbox"/> Vehicle <input type="checkbox"/> People <input type="checkbox"/> High Hide <input type="checkbox"/> Low Hide <input type="checkbox"/> Other <input type="checkbox"/> Building <input type="checkbox"/> Ext. <input type="checkbox"/> Int. <input type="checkbox"/>		
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		
Cell Phone <input type="checkbox"/> Interior <input type="checkbox"/> Canister <input type="checkbox"/> International Components <input type="checkbox"/> Exterior <input type="checkbox"/> Phone <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High		
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		
K-9 Unit Handler's Signature		
Certified K-9 Unit Instructor's Signature		